

RESOLUTION NO. R-011-2001

**A RESOLUTION OF THE LAFAYETTE CITY-PARISH COUNCIL
ESTABLISHING COUNCIL RULES AND ORDER OF BUSINESS AND
REPEALING ALL RESOLUTIONS, OR PARTS THEREOF, IN CONFLICT
THEREWITH**

WHEREAS, the Home Rule Charter for the Lafayette City-Parish Consolidated Government provides, at Section 2-07C., that the Lafayette City-Parish Council shall set its meetings, its own rules and its order of business as well as all other ancillary matters; and

WHEREAS, the Lafayette City-Parish Council has previously adopted one (1) or more Resolutions to establish Lafayette City-Parish Council rules and order of business but said Lafayette City-Parish Council now wishes to repeal such Resolutions to the extent that any such Resolution is inconsistent herewith and the Lafayette City-Parish Council also wishes to establish new Lafayette City-Parish Council rules and order of business for its meetings; and

WHEREAS, the Lafayette City-Parish Council now wishes to further implement the provisions of Section 2-07C. of the Home Rule Charter concerning Lafayette City-Parish Council meetings, its rules and its own order of business; and accordingly

NOW THEREFORE, be it resolved by the Lafayette City-Parish Council that:

SECTION 1: WHEREAS CLAUSES ADOPTED. All of the aforementioned “WHEREAS” clauses are adopted as part of this Resolution.

SECTION 2: LAFAYETTE CITY-PARISH COUNCIL MEETINGS. The Lafayette City-Parish Council will meet on the first, third and fourth Tuesday of every month in its regular meetings which shall take place at 5:30p.m. in the Ted A. Ardoin Council Auditorium at Lafayette City-Parish Hall, 705 West University Avenue, Lafayette, Louisiana 70501. All such meetings shall take place at the specified time and place unless a different time and/or place would be noticed for the Lafayette City-Parish Council meeting. Special meetings may be held on the call of the presiding officer of the Lafayette City-Parish Council or on the call of a majority of the authorized membership of the Lafayette City-Parish Council with such notice as may be required by State law. Likewise, to meet a public emergency and pursuant to the provisions of the Home Rule Charter, the Lafayette City-Parish Council may meet in an emergency meeting. All meetings of the Lafayette City-Parish Council shall be open to the public in accordance with the provisions of State law. At all regular meetings of the Lafayette City-Parish Council, the Lafayette City-Parish Council shall operate from an agenda which shall have been published at least two (2) days, excluding Saturdays, Sundays and holidays, prior to the meeting. The agenda for special Lafayette City-Parish Council meetings or emergency meetings shall be made available to the public as soon as practical prior to the meeting.

SECTION 3: ELECTION OF OFFICERS. At the first regular meeting of a newly elected Lafayette City-Parish Council and annually thereafter, a Chair and Vice Chair shall be elected from among the Lafayette City-Parish Council members. The Chair shall preside at meetings of the Lafayette City-Parish Council, supervise or delegate supervision of Council employees, and carry out such other duties as the Lafayette City-Parish Council shall authorize. In the absence of the Chair, the Vice Chair shall preside. In the absence and/or disqualification of the Chair and Vice Chair, the Lafayette City-Parish Council shall designate one (1) of the other members as temporary Chair or Vice Chair. Any temporary presiding officer shall be a voting member of the Lafayette City-Parish Council.

SECTION 4: VOTING. All voting of the Lafayette City-Parish Council shall be by roll call, and the ayes and nays shall be recorded in the minutes of the Lafayette City-Parish Council by the individual vote of each Lafayette City-Parish Council member. No less than the majority of the authorized membership of the Lafayette City-Parish Council shall constitute a quorum to transact business, but if a quorum is lost during a meeting, a smaller number may recess from time to time and compel the attendance of the absent member(s).

SECTION 5: RULES, ORDER OF BUSINESS AND PROCEDURES WHEREBY INTERESTED PERSONS SHALL BE GIVEN THE OPPORTUNITY TO BE HEARD AT COUNCIL MEETINGS. The Lafayette City-Parish Council hereby adopts the following rules and order of business and procedures for interested persons to be heard at meetings:

- (a) All meetings of the Lafayette City-Parish Council and its committees and/or members should be conducted in accordance with the rules set forth by the presiding officer, unless a preferential motion is made and seconded by members of the Lafayette City-Parish Council that Robert's Rules of Order be used, in which event Robert's Rules of Order shall be used to conduct the remainder of the meeting and any matter then under consideration without the necessity of any vote to adopt such Rules of Order.
- (b) The procedure is hereby established whereby interested parties shall be given the opportunity to be heard at Council meetings on the following issues:
 - 1. **Resolutions.** Any interested persons wishing to address the Lafayette City-Parish Council concerning a resolution up for adoption shall execute a speaker card. The speaker card must be filled out completely. The speaker card will be given to the Clerk of the Council prior to the agenda item being taken up. All speaker cards will have a notation that any material that an individual wants to distribute to Council members will be given to the Clerk of the Council for distribution. The speaker will be limited to three (3) minutes of comment. If additional comment is requested, the Chairman of the Council will ask the members if there is any objection to the same. If there are no objections, the Chairman will allow an additional three (3) minutes for that speaker. If an objection is raised by any Council member, the vote of the Lafayette City-Parish Council will be required. Only upon a vote of two-thirds (2/3) of the authorized members will an additional three (3) minutes be granted. Failing to receive a two-thirds (2/3) vote, the speaker will not receive any additional time.
 - 2. **Ordinances for final adoption.** Any interested persons wishing to address the Lafayette City-Parish Council concerning an ordinance up for final adoption shall execute a speaker card. The speaker card must be filled out completely. The speaker card will be given to the Clerk of the Council prior to the agenda item being taken up. All speaker cards will have a

notation that any material that an individual wants to distribute to Council members will be given to the Clerk of the Council for distribution. The speaker will be limited to three (3) minutes of comment. If additional comment is requested, the Chairman of the Council will ask the members if there is any objection to the same. If there are no objections, the Chairman will allow an additional three (3) minutes for that speaker. If an objection is raised by any Council member, the vote of the Lafayette City-Parish Council will be required. Only upon a vote of two-thirds (2/3) of the authorized members will an additional three (3) minutes be granted. Failing to receive a two-thirds (2/3) vote, the speaker will not receive any additional time.

3. **Discussion items.** Any interested persons wishing to address the Lafayette City-Parish Council concerning a discussion item shall execute a speaker card. The speaker card must be filled out completely. The speaker card will be given to the Clerk of the Council prior to the agenda item being taken up. All speaker cards will have a notation that any material that an individual wants to distribute to Council members will be given to the Clerk of the Council for distribution. The speaker will be limited to three (3) minutes of comment. If additional comment is requested, the Chairman of the Council will ask the members if there is any objection to the same. If there are no objections, the Chairman will allow an additional three (3) minutes for that speaker. If an objection is raised by any Council member, the vote of the Lafayette City-Parish Council will be required. Only upon a vote of two-thirds (2/3) of the authorized members will an additional three (3) minutes be granted. Failing to receive a two-thirds (2/3) vote, the speaker will not receive any additional time.
 4. **Comments from the public.** Any interested person wishing to address the Lafayette City-Parish Council on any matter related to City-Parish Government will be allowed to do so in that portion of the agenda known as "Comments from the Public". Any interested persons wishing to address the Lafayette City-Parish Council shall execute a speaker card. The speaker card must be filled out completely. The speaker card will be given to the Clerk of the Council prior to the agenda item being taken up. All speaker cards will have a notation that any material that an individual wants to distribute to Council members will be given to the Clerk of the Council for distribution. The speaker will be limited to three (3) minutes of comment. If additional comment is requested, the Chairman of the Council will ask the members if there is any objection to the same. If there are no objections, the Chairman will allow an additional three (3) minutes for that speaker. If an objection is raised by any Council member, the vote of the Lafayette City-Parish Council will be required. Only upon a vote of two-thirds (2/3) of the authorized members will an additional three (3) minutes be granted. Failing to receive a two-thirds (2/3) vote, the speaker will not receive any additional time.
 5. If any citizen has a question on any agenda item, if that person will submit that question in writing to the Clerk of the Council at least seventy-two (72) hours before the meeting at which the agenda item will be discussed, the Council will make every effort to provide a response to the question at the Council meeting during which the agenda item will be discussed.
- (c) The following is the order of business for the regular Council meetings which will be held on the **FIRST** and **THIRD** Tuesday of the month:.
1. Call to order.
 2. Pledge and Invocation.
 3. Executive/President's Report.
 4. Ceremonial Presentations.
 - a. Recognitions.
 - b. Proclamations.
 5. Council Announcements.
 6. Resolutions.

7. Executive Sessions.
 8. Ordinances for Final Adoption.
 9. Announcement(s) of Vacancy on Boards/Commissions.
 10. Consideration of Appointment(s) by Council, as a whole, to Boards/Commissions.
 11. Appointment(s) by Councilmember(s) and/or City-Parish President, and/or any other direct appointment authority.
 12. Introductory Ordinances.
 13. Adjourn.
- (d) The following is the order of business for the regular Council meeting which will be held on the **FOURTH** Tuesday of the month:
1. Call to order.
 2. Pledge and Invocation.
 3. Executive/President's Report.
 4. Resolutions.
 5. Zoning Ordinances for final adoption.
 6. Appeals.
 7. Reports and/or Discussion Items.
 8. Comments from the Public.
 9. Adjourn.
- (e) The Chair of the Council will set the agenda for any special or emergency meeting.

SECTION 6: ALTERING USUAL ORDER OF BUSINESS. The Chair, on his/her own volition, or upon the majority vote of the Lafayette City-Parish Council, may alter the usual order of business and take any matter out of order.

SECTION 7: MINUTES OF PROCEEDING. The Council Clerk shall keep a record of the minutes and proceedings of all meetings. All official actions shall be published in the official journal within thirty (30) days of the action taken.

SECTION 8: AGENDA ITEM SUBMITTAL FORM All items submitted for the agenda of a Lafayette City-Parish Council meeting shall be submitted on an Agenda Item Submittal Form and forwarded to the Clerk of Council in accordance with the time lines established by the Clerk. The Agenda Item Submittal Form will state the action requested and will list all pertinent information including the author of the agenda item and fiscal impact. For a matter to be placed on the Council agenda, it must be authored or sponsored by a City-Parish Council Member, the City-Parish President, the Chief Administrative Officer and/or the City-Parish Attorney.

SECTION 9: DEFERRAL OF ITEM. In order to prevent a backlog of Ordinances, Resolutions or other agenda items which were deferred or otherwise not acted upon, a policy is hereby established such that if an item is deferred or otherwise not acted upon and it is not

rescheduled within ninety (90) days for action, then it will be considered as if said matter had never been proposed. In order to bring the item up again for Council action, it must be reintroduced.

SECTION 10: ORDER OF ROLL CALL VOTE. At any meeting of the Lafayette City-Parish Council, the roll call vote will be called by the Clerk of the Council, or the Clerk’s designee. Said voting will be called by Council Districts and rotated in the following manner:

<u>Issue to be Voted Upon</u>	<u>District Voting First</u>
First Issue	District Number 1
Second Issue	District Number 2
Third Issue	District Number 3
Fourth Issue	District Number 4
Fifth Issue	District Number 5
Sixth Issue	District Number 6
Seventh Issue	District Number 7
Eighth Issue	District Number 8
Ninth Issue	District Number 9

Then the above rotation process for roll call vote will be repeated as necessary.

SECTION 11: EFFECTIVE DATE. The Council rules and order of business set forth in this Resolution will become effective as of the first meeting in March, 2001 and thereafter unless and until amended and/or repealed by further action of the Lafayette City-Parish Council.

SECTION 12: REPEAL. To the extent that any prior Resolution, or any part thereof, is inconsistent with this Resolution, then and in that event, any such inconsistent provision is hereby repealed.

This Resolution having been submitted to vote, and the results were as follows:

- YEAS: Williams, Benjamin, Broussard, Trumps, Mouton, Menard
- NAYS: Badeaux, Castille, Stevenson
- ABSTAIN: None
- ABSENT: None

And this Resolution was declared adopted on the 20TH day of February, 2001.

/s/ Lenwood Broussard
LENWOOD BROUSSARD, CHAIR